

**PUBLIC WELFARE INVESTIGATION SUPERVISOR****NATURE OF WORK IN THIS CLASS:**

This is responsible professional investigative and enforcement work involving violations committed in the public assistance program administered by the Division of Public Welfare, Department of Public Health and Social Services.

Employees in this class supervise and perform the full range of complex professional duties in the specialized functional program areas of the profession.

**ILLUSTRATIVE EXAMPLES OF WORK:** These examples do not list all the duties which may be assigned. Any one position may not include all the duties listed.)

A. Supervises program investigators engaged in investigation of public assistance, abuse, complaints and enforcement of rules and regulations.

B. Plans the conduct of investigation and enforcement, guides and advises subordinate staff in complex technical and other difficult aspects of assignments.

Assists in the coordination with other local, federal, state, and military agencies, the court and Attorney General's Office in connection with case investigation and enforcement of claims collection.

Orientates subordinate staff on team responsibilities, goals, new rules and regulations and policy changes.

Initiates replies to correspondences and originates recommendations for development of projects, plans and program revisions.

Compiles basic data or drafts and prepares reports of activities corollary with bureau needs for fiscal, administrative, program reports and planning purposes; prepares progress and activity reports of unit's operation.

Reviews and evaluates cases selected or referred for investigation; insures the control, classification, filing, confidentiality and traceability of cases subject for investigation.

Conducts complex investigation, identifying issues involved and types of evidence that will be sought; determines scope, timing and direction, and interviews potential sources of information.

Collects and obtains facts and evidence needed to sustain or refute allegations or violations through field activities and/or office visits; interviews or interrogates complainant witnesses or suspects/clients; examines and analyzes records and documents, and verifies information obtained to establish the accuracy, credibility and authenticity of facts or evidence; prepares investigation findings citing provisions of laws violated and recommends appropriate actions.

Provides guidance on investigation, i.e. technical, compliance with laws and policies; reviews cases for completion and decides routing of referral to appropriate channels.

Sets up case files and secures all information relevant to investigation of benefits abuse.

Conducts follow-up investigation of cases referred for prosecution and administrative disqualification hearing; appears as a witness in court on cases referred for prosecution as required before a grand jury or administrative disqualification hearing.

Coordinates collateral roles of investigators in the recovery and enforcement in the recoupment of overissued benefits.

Performs related duties as required.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, practices and techniques of interviewing and investigations.

Knowledge of the rules of legal evidence relative to the collection, preservation, identification and legal procedures.

Ability to supervise the work of others.

Ability to gather facts and information through interview, conducts research and maintains confidentiality.

Ability to enforce laws, rules and regulations and to maintain firmness and impartiality.

Ability to make decisions in accordance with pertinent laws, rules and regulations.

Ability to exercise sound judgement and make recommendations and proper disposition of cases.

Ability to make mathematical computation, correlate evidence and make sound conclusions.

Ability to work effectively with employees and the public.

Ability to communicate effectively, orally and in writing;

Ability to maintain records and prepare technical reports.

Skill in the safe operation of a motor vehicle.

**MINIMUM EXPERIENCE AND TRAINING:**

- (A) Two years of experience as a Public Welfare Investigator II or one year as an Eligibility Supervisor or Quality Control Supervisor and graduation from a recognized college or university with a Bachelor's degree in criminal justice, police science, social science, business or public administration or related field; or
- (B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION:**

Possession of a valid motor vehicle operator's license.

ESTABLISHED: June 1990  
PAY RANGE: 42

  
\_\_\_\_\_  
FELIP P. CAMACHO  
Executive Director  
Civil Service Commission